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ABSTRACT

This manual was written to assist States and other governmental units wishing to replicate the Maryland Day Care Voucher Program, a system of providing child care subsidies to eligible families. Chapter I provides brief histories of day care in Maryland and that State's grant to demonstrate the viability of a day care voucher system. Chapter II defines what a voucher is and entails, and describes purposes of a voucher, components of the voucher system, and several related administrative procedures. Figures included in the text present elements of the Voucher Project as implemented by the departments of social services in Anne Arundel and Washington Counties, Maryland. Chapters III and IV list, respectively, goals and components of (1) the information and referral system developed in the two pilot counties and (2) the management information system implemented to provide automated information processing and record-keeping for the Day Care Voucher Demonstration. Hardware and software components provided to the counties are indicated. Chapter IV also discusses the development of automated files and their major data fields and the design of data entry screens. Figures provide samples of child and provider files, reproduce data entry screens, and delineate reporting formats developed to assist in day-to-day operations of the voucher system and in meeting federal and state reporting requirements. (RH)

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MARYLAND DAY CARE VOUCHER SYSTEM

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CHAPTER I

INTRODUCTION

History of Grant

Maryland has considered a voucher system of providing services for some time. Some experimentation has occurred with use of vouchers to purchase in-home aide service from friends, neighbors or other individuals for the elderly. In the Day Care Division, efforts have been made to de-regulate and simplify the program. Contracts with providers had been reduced from an unweidly package of legalese to a more manageable agreement of one page.

Licensure of family day care homes became registration with more practical requirements. The program focus, however, remained on the relationship of the agency and the provider. Any meaningful arrangement between the provider and the family using day care was almost incidental.

In October, 1982, Maryland received a grant from the Department of Human Development Services, to demonstrate the viability of a day care voucher system. The project was tested in two areas, Anne Arundel and Washington Counties.

Anne Arundel is a metropolitan county with a population of 370,773. It is the site of Annapolis, the State capitol; it has much recreational industry along its many shore lines and rural areas dotted with farms and small communities. It has a well developed day care program administered by the local department of social services.

Washington is a rural county in the mountains of Western Maryland with a population of 113,084. There are a number of heavy industries, mining and manufacturing, which have suffered through the economy as manifested in one of the highest unemployment rates in the States. Recovery is apparent, however, and people are being slowly recalled to work. Washington County was one of the recipients of the Appalachian Regional Commission (ARC) funds and day care was administered with them through the Department of Education. As those funds are being phased out, the shifting to the local department of social services and is growing rapidly. There has been an increase in the department of social services program of over 400% since the beginning the voucher demonstration.

The System is made up of three major pieces - the voucher, an information and referral system (I & R) and an automated management system. The grant has allowed for the

employment of a State director and secretary and three (3) staff in each of the county sites. They include a Voucher System Manager for overall coordination, and I&R Specialist for the automation aspects of the project and a secretary.

In addition, two consultants with prior experience in their areas have been used. One has worked on the I&R system while the other has assisted with the management system and evaluation of the project.

Procedures for implementation were developed by the Voucher staff and by a Planning Committee with representation from the department of social services of the two test counties, the State Social Services Administration and the Maryland Committee for Children, Inc. (MCC), a private non-profit advocacy agency which is the I&R contractor.

Day Care In Maryland

Historically, the State of Maryland has been interested in the development of quality day care for children in the State. As far back as 1962, the State General Assembly established a Governor's Commission to study the need for day care.

In July, 1967, funds were made available for establishing a purchase of care program along with developing state-operated day care centers in areas where the private sector did not already have centers. By 1980, the State of Maryland was operating 26 pre-school day care centers for 1,531 children with 341 classified public employees at a cost of $5.5 million and 7 school age programs for 414 children with 67 classified employees at a cost of $1.2 million, for a cost of approximately $3,444 per child per year.

At the same time, the state purchased child day care from private centers and from family day care providers at maximum rates established in the state budget. The purchase program cost the state $8.3 million for 4,982 places purchased or a cost of $1,665 per child per year.

A comparison study of the cost to the state between state operated and purchase of private day care showed that the state operated program cost Maryland almost twice the amount of the state's rate for purchasing care. The low cost of purchasing care was caused by the lower salaries and operating costs of private care while the state was required to pay classified level salaries, high rents and transportation costs.

In 1980, the state Social Services Administration began to plan a more cost efficient but equally effective use of public funds for day care services. In 1981, the state General Assembly requested and approved a plan for the close-out of the state operated day care programs and the conversion to total purchase of care from private providers.

Simultaneously, the Social Services Block Grant reduced the state's day care budget by $2.5 million. It became clear that the state operated day care center program could be cashed out to absorb the loss of federal funds and yet continue to provide care for the 1,531 preschool children and 414 school age children by purchasing care at the lower cost of private care.

By August, 1982, the state operated programs were closed out, 30 of the 33 transferred to private operators, and the funds remaining after the federal reduction converted to purchase of care at the state's maximum rates. At the same time the Governor allowed an increase of $1.25 million for purchase of day care in the 1982 state fiscal year budget (July 1982 through June, 1983). The impact on the purchase of day care program was dramatic. Between the state's fiscal year 1981 and 1983, the purchase of the day care program increased 57% from $8.3 million.

Social Services Administration, with the knowledge that funds for purchase of care would probably not be increased in the next few years, sought ways to increase the capacity by initiating the Day Care Voucher Project pilot study.

Objectives of Voucher Project

The Day Care Voucher Project established these objectives for the pilot study:

1. To establish better fiscal control over funds to local jurisdictions.

2. To provide more parental responsibility for the choice of type and location of day care for their child.

3. To demonstrate that the quality of the day care program increases as selection and oversight of care shifts from local department staff to parents.

4. To demonstrate that the pilot project can be expanded state-wide.

5. To develop a model voucher system for other states.

6. To reduce administrative delays for the client and allow the worker to spend more time assisting client.

7. To impact favorably on employment stability of the parent.

8. To establish an information and referral service linked to the voucher system.

9. To facilitate and increase participation of publicly funded private daycare providers in the program.

Purpose of This Manual

This manual is written to assist those states wishing to replicate the Maryland Day Care Voucher Program. It will also be helpful to those Maryland counties who will be instituting the Day Care Voucher Program.

This Manual can be helpful to those people and agencies who would like to institute a Voucher Program in other ser-

vices. It is particularly adaptable to in-home services, homemaker services and health-related services.

CHAPTER II

VOUCHER

Definition

A voucher is an agreement among the three parties involved in subsidized day care - the parent, the provider and the local department of social services. When completed, the following commitments have been made.

The child's parent agrees:

- If a fee is assessed, to make payment to the provider on the provider's schedule and for the times and amount specified on the voucher, subject to the terms and conditions on the reverse side of the voucher.
- To make an alternate care plan when the child is ill.
- To notify Provider when the child will be absent.
- To report to the department of social services within 10 days any changes in income, employment, family group, marital status, address, phone number, and/or change in times which day care is required.

The Provider agrees:

- To provide day care for the child as specified on the voucher.

- To maintain legal licensure or registration to make available pertinent records for inspection by the department of social services.
- To establish a system for presentation of grievances related to the operation of the program.
- To provide services to subsidized children in accordance with Titles VI and VII of the Civil Rights Act of 1964.
- Not to disclose information concerning a service recipient for any purpose not directly related to the service, except with written approval of the Parent.
- To abide by decisions made pursuant to fair hearing procedures.

The local department of social services agrees:

- To make payment for the subsidized child, upon receipt of an authorized invoice from the Provider, for the times and amount specified on the voucher, subject to the terms and conditions on the reverse.
- To make available fair hearing procedures to applicants or recipients aggrieved by decisions of the Department or the Provider and to advise applicants of such procedures.

- Not to disclose information concerning a recipient for any purpose not directly related to the service, except with written approval of the Parent.

Purposes

The purposes of the voucher are:

- To provide choice and satisfaction to Parents by using subsidized day care.
- To enable Parents to secure day care in a timely manner.
- To assist Providers in maintaining enrollment which includes subsidized children.
- To maintain quality of care for subsidized children.

Components

The components of the voucher system are:

- The intake process including application, determination of need and eligibility and development of a service plan.
- Issuance of voucher including determination of subsidy and completion of Voucher Sections I through IV.

- Child placement including selection of Provider, completion of Voucher Sections V through VII and receipt of voucher by the LDSS.
- Payment of subsidy including issuance of invoices to the Provider, submission of monthly invoices by the Provider and payment process.
- Continuing service including amendment of vouchers, as needed, periodic redetermination of need and eligibility and termination, as appropriate.

Procedures

A. Intake

1. Application

- The applicant who wishes to use day care for a child meets with the intake worker. After establishing that day care is an appropriate plan to meet the needs of the child and family, the worker and applicant complete the data elements on the DHR/SSA 248, 248A, 248B (See Appendix) and they are signed by each, as appropriate.
- Instructions for completing DHR/SSA 248.

2. Determination of Eligibility

- The following families are eligible for subsidized day care services:
  - Recipients of AFDC
  - Recipients of SSI or Mandatory State Supplements (MSS) or Public Assistance to Adult Families whose monthly gross income does not exceed 80% of the State's median income.

3. Determination of Needs

- An applicant is eligible by need for subsidized day care if there is no adult member of the family available or willing to care for the child, no other acceptable care plan can be arranged and if the family meets one of the established priority criteria.
- Provision of day care is subject to the following order of priority:
  (1) Prevention of out-of-home placement and reunification of family or relative, such as protective services participants and children at risk of institutionalization;

(2) AFDC, SSI, MSS, or PAA recipients and income eligible participants with income less than 40 percent of the State's median income, full-time working;

(3) AFDC, SSI, MSS, or PAA recipients and income eligible participants with income less than 40 percent of the State's median income, completing high school;

(4) Income eligible participants, working full-time, with income in the following order:

(a) 40 to 49 percent of the State's median income,

(b) 50 to 59 percent of the State's median income,

(c) 60 to 69 percent of the State's median income,

(d) 70 to 80 percent of the State's median income;

(5) Income eligible participants with income of 40 to 80 percent of the State's median income, completing high school;

(6) AFDC, SSI, MSS, or PAA recipients and income eligible participants

with income less than 40 percent of the State's median income, full-time undergraduate college or vocational training;

(7) Income eligible participants with income of 40 to 80 percent of the State's median income full-time undergraduate college or vocational training;

(8) AFDC, SSI, MSS, or PAA recipients and income eligible participants with income less than 40 percent of the State's median income, part-time working.

(9) AFDC, SSI, MSS, or PAA recipients eligible participants with income less than 40 percent of the State's median income, part-time completing high school.

(10) Income eligible participants with income of 40 to 80 percent of the State's median income, part-time working;

(11) AFDC, SSI, MAA, or PAA recipients and income eligible participants with income less than 40 percent of the State's median income, part-time un-

dergraduate college or vocational training;

(12) Income eligible participants with income of 40 to 80 percent of the State's median income, part-time undergraduate college or vocational training.

- When the program is fully subscribed and a slot becomes available, the child of the family with the highest priority is placed first.
- When the program is reduced because of insufficient funds or is oversubscribed, the priorities are applied in reverse for terminating services.
- When the program is full and an application is made for protective service purposes, the child must be placed. If there is not sufficient attrition within 30 days to prevent oversubscription, another child of lowest priority must be terminated.

4. Service Plan

Development of the service plan includes

- Identification of service options, advan-

tages and disadvantages and client's choice of services.

- Identification of possible barriers to delivery of the service.

B. Issuance of Voucher

1. Workers determine amount of voucher subsidy by use of eligibility information above.

2. Worker gives client a voucher:

- Good for six (6) months, beginning with intake date.

C. Placement

1. If a client has not already selected a day care placement, she is referred to Information and Referral.

- given pamphlets on selecting appropriate day care.
- given a list of names of providers in appropriate geographic areas.

2. Client takes list and voucher and goes "shopping".

D. Placement

1. Client and provider negotiate amount to be paid over subsidy:

   - only restriction: provider may not charge more than charged to highest paying customer.

2. Appropriate sections of voucher are signed by both client and provider:

   - Provider sends voucher to worker.

E. Subsidy Payment

1. Worker sends invoices to provider.

2. Provider sends completed invoice to agency monthly.

3. Agency sends check to provider.

F. Continuing Services

1. Client applies for reconsideration each six months or when there is a change in service:

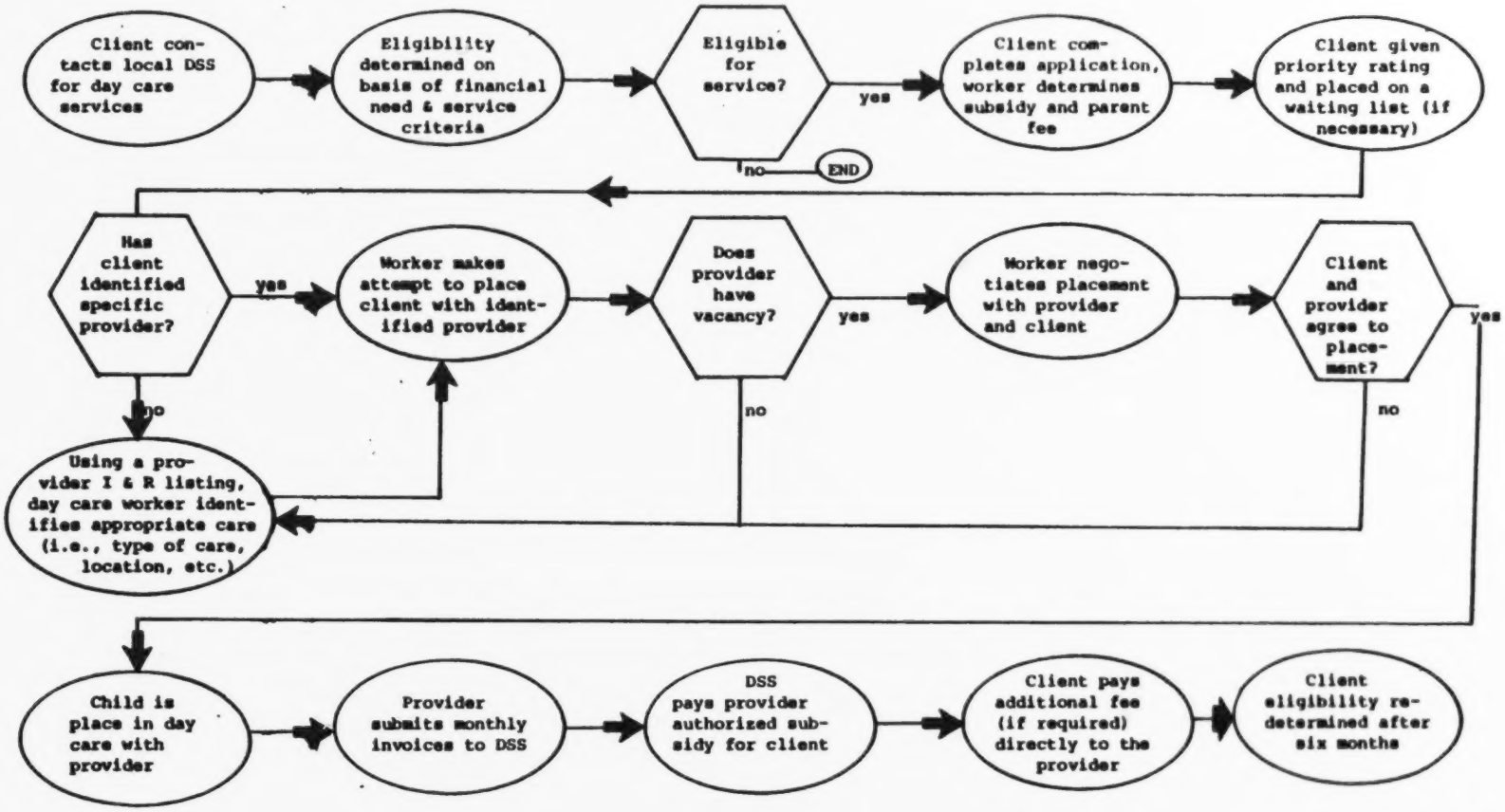
   - salary change
   - change in the hours of day care needed.

2. Subsidy is terminated when"

   - service is no longer nedded
   - client's earnings are over 90% of the State's median income.

The following figures explain the Voucher Project as implemented by Anne Arundel and Washington Counties Departments of Social Services. Figure 1 is a flow chart of the Purchase of Day Care System as it was in the local departments before the initiation of the Voucher Project. Figure 2 is a flow chart of the Voucher system in the two counties. Figure 3 is a logic model of the Voucher Project.

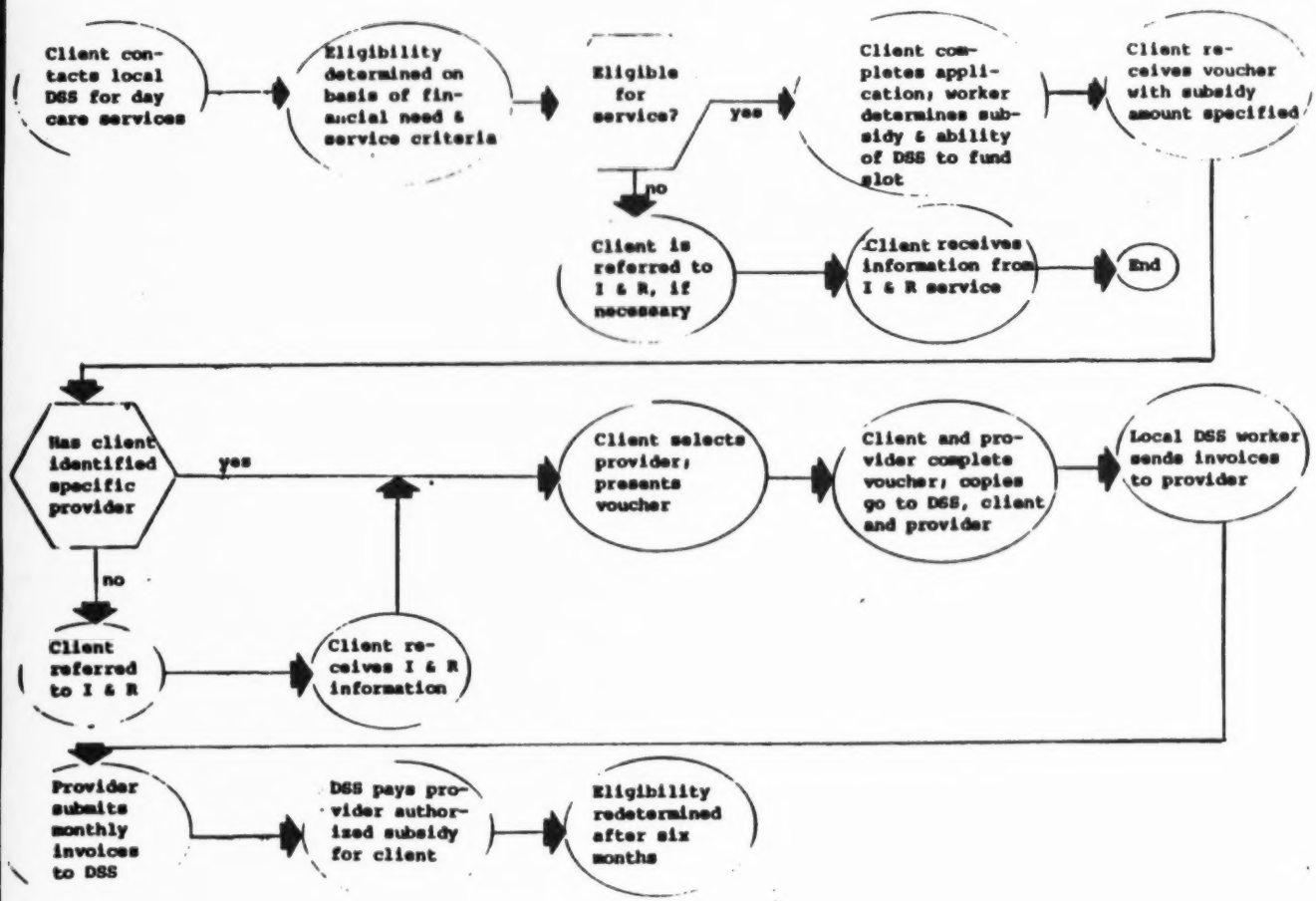
Draft Model of the Purchase of Day Care System


Client contacts local DSS for day care services
Eligibility determined on basis of financial need & service criteria
Eligible for service?
yes
no
END
Client completes application, worker determines subsidy and parent fee
Client given priority rating and placed on a waiting list (if necessary)
Has client identified specific provider?
yes
no
Worker makes attempt to place client with identified provider
Does provider have vacancy?
yes
no
Worker negotiates placement with provider and client
Client and provider agree to placement?
yes
no
Using a provider I & R listing, day care worker identifies appropriate care (i.e., type of care, location, etc.)
Child is place in day care with provider
Provider submits monthly invoices to DSS
DSS pays provider authorized subsidy for client
Client pays additional fee (if required) directly to the provider
Client eligibility redetermined after six months

(Figure 1)

Item 2

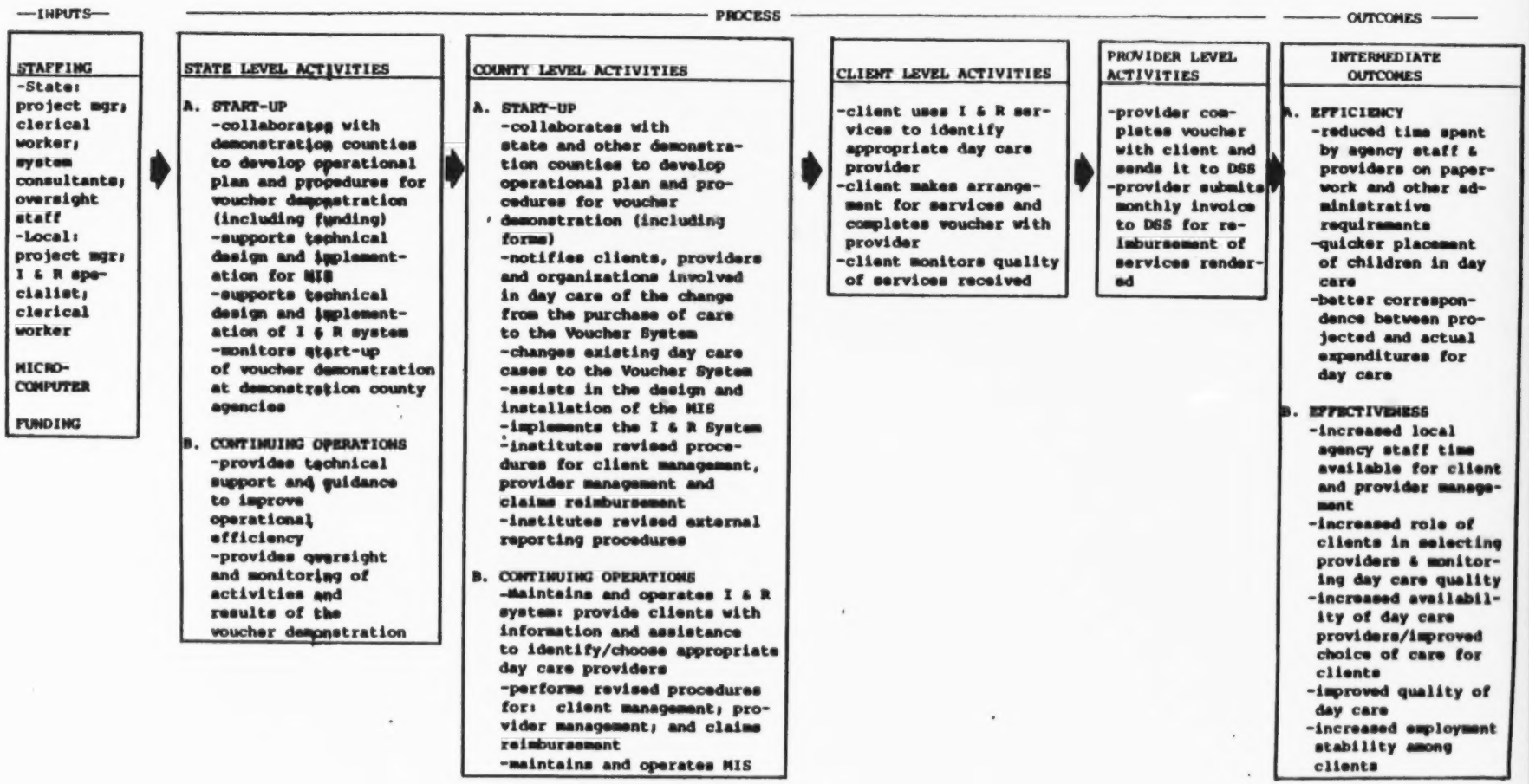
Draft Model of the Day Care Voucher System Process


Client contacts local DSS for day care services
Eligibility determined on basis of financial need & service criteria
Eligible for service?
yes
no
Client completes application; worker determines subsidy & ability of DSS to fund slot
Client receives voucher with subsidy amount specified
Client is referred to I & R, if necessary
Client receives information from I & R service
End
Has client identified specific provider
yes
no
Client selects provider; presents voucher
Client and provider complete voucher; copies go to DSS, client and provider
Local DSS worker sends invoices to provider
Client referred to I & R
Client receives I & R information
Provider submits monthly invoices to DSS
DSS pays provider authorized subsidy for client
Eligibility redetermined after six months

(Figure 2)

Item 1

Draft Logic Model of the Day Care Voucher Demonstration


—INPUTS—
PROCESS
OUTCOMES
STAFFING
-State: project mgr; clerical worker; system consultants; oversight staff
-Local: project mgr; I & R specialist; clerical worker
MICRO-COMPUTER
FUNDING
STATE LEVEL ACTIVITIES
A. START-UP
-collaborates with demonstration counties to develop operational plan and procedures for voucher demonstration (including funding)
-supports technical design and implementation for MIS
-supports technical design and implementation of I & R system
-monitors start-up of voucher demonstration at demonstration county agencies
B. CONTINUING OPERATIONS
-provides technical support and guidance to improve operational efficiency
-provides oversight and monitoring of activities and results of the voucher demonstration
COUNTY LEVEL ACTIVITIES
A. START-UP
-collaborates with state and other demonstration counties to develop operational plan and procedures for voucher demonstration (including forms)
-notifies clients, providers and organizations involved in day care of the change from the purchase of care to the Voucher System
-changes existing day care cases to the Voucher System
-assists in the design and installation of the MIS
-implements the I & R System
-institutes revised procedures for client management, provider management and claims reimbursement
-institutes revised external reporting procedures
B. CONTINUING OPERATIONS
-Maintains and operates I & R system: provide clients with information and assistance to identify/choose appropriate day care providers
-performs revised procedures for: client management; provider management; and claims reimbursement
-maintains and operates MIS
CLIENT LEVEL ACTIVITIES
-client uses I & R services to identify appropriate day care provider
-client makes arrangement for services and completes voucher with provider
-client monitors quality of services received
PROVIDER LEVEL ACTIVITIES
-provider completes voucher with client and sends it to DSS
-provider submits monthly invoice to DSS for reimbursement of services rendered
INTERMEDIATE OUTCOMES
A. EFFICIENCY
-reduced time spent by agency staff & providers on paperwork and other administrative requirements
-quicker placement of children in day care
-better correspondence between projected and actual expenditures for day care
B. EFFECTIVENESS
-increased local agency staff time available for client and provider management
-increased role of clients in selecting providers & monitoring day care quality
-increased availability of day care providers/improved choice of care for clients
-improved quality of day care
-increased employment stability among clients

CHAPTER III

INFORMATION AND REFERRAL SYSTEM

In order to implement an efficient and effective voucher system in which the "shopping" for day care is done by the parent, an information and referral system needs to be established. The information regarding providers may also be available to private users, as well as those subsidized by the local departments of social services. Enough knowledge about providers must be available to enable users to make an informed decision regarding the best program for their children.

Goals

The goals of the information and referral system are as follows:

- Reduction of time between a request for day care and the securing of a placement.
- Increased decision-making and satisfaction by parents in selection.
- Fuller and appropriate enrollment in day care programs.
- More efficient use of local department of social services day care staff with increased time for counseling and monitoring.
- Higher quality of day care due to parental involvement and competition among providers.

Components

The Maryland Social Services Administration contracted with a subcontractor to develop the information and referral system in two pilot counties. The subcontractor was responsible for obtaining the microcomputers to be used in the pilot study.

The subcontractor was responsible for:

- Developing data elements on providers which would be available to enable parents to make an initial decision to investigate a provider further.
- Determining the hardware and software components to best meet the needs of the system.
- Purchasing hardware/software for installation in the two local departments.
- Programming the information and referral system in the two local departments.
- Training local department of social services staff in the operation of the system.
- Assisting with input and output documents to create and update the resource file.
- Assisting with information to providers and users for recruitment and appropriate use of the system.

The subcontractor provided a technical assistant for this project. This person, along with other staff from the subcontractor,

provided training in the use of the computer for information and referral and for counseling parents and choosing the appropriate day care.

The subcontractor compiled the list of providers on discs by regions as well as several other indicators (infant, handicapped, hours of service, etc.). A parent was provided with a printout list of providers that matched their requirements. The parent was also given a pamphlet explaining how to look for a quality day care program.

The parent could then use the printout, with the assistance of the pamphlet, and go "shopping" for day care. A copy of the pamphlet and a sample printout are included with this Chapter.

CHAPTER IV

MANAGEMENT INFORMATION SYSTEM

The management information system provides automated information processing and record-keeping for the Day Care Voucher Demonstration. Using an inexpensive microcomputer, along with flexible data base management software, each demonstration county developed a child and day care provider based MIS. This system was designed to integrate fully into the day-to-day operations of each local agency. Maryland Social Services Administration hired a subcontractor to implement the management information system.

Objectives

The following are the objectives of the management information system:

- Facilitate processing and tracking of day care applicants through placement into day care;
- Provide readily accessible, up-to-date information about children receiving day care, as well as the providers of day care;
- Assist in the monthly processing of invoices from providers - including the auditing of children in care and the automatic calculating of payment to providers;
- Assist day care workers in providing detailed information about day care providers in various locations throughout the community, as well as to effectively manage their provider caseloads; and

- Facilitate the generation of statistical reports to meet federal and state reporting requirements and to manage day care resources.

Components

A microcomputer, with keyboard, video display terminal, and dox matrix printer, was used by each demonstration county to set up the MIS. Washington County, with a caseload of about 100 children receiving day care, used a two disk drive system for storage of data. Anne Arundel County, with a caseload of about 600 children receiving day care, used a 10 megabyte hard disk storage system. The software equipment selected for development of the MIS was DB Master with utility packs and statistical package, a flexible data base management software. In addition, the local agencies purchased spread sheet type software and word-processing software to assist in other voucher-related operations.

The following chart shows the hardware and software components for the counties:

(See Page 28)

HARDWARE AND SOFTWARE COMPONENTS

	Equipment	COUNTIES Washington	Anne Arundel
2	Bell & Howell II+Microcomputer Systems, Professiona Model, #304BD (with 48K)	X	X
2	Disk Drive, with controller cards #078469	X	X
2	Disk Drive, without controller cards #078415	X	X
2	Desktop Microstands #MS001	X	X
2	Amdeck 12" Green Phosphor Monitors #300G	X	X
2	Computer to Monitor Cables (BNC-RCA)	X	X
2	Okidata 84P High Speed Printers	X	X
2	Printer interface cards with cable	X	X
2	Floor model printer stands	X	X
2	Videx 80 Column Cards w/Switch	X	X
2	Z-80 Soft Card w/CPM	X	X
2	16K Ram Cards	X	X
1	Serial Card & Cable	X	
1	12 MGB Corvus Hard Disk w/Mirror	X	
2	Videx Apple Writer Pre-Boot	X	X
2	Apple Writer II Word Processor	X	X
2	Data Reporter (hard and soft disk versions)	X	X
2	Super Calc II (hard and soft disk versions)	X	X
2	Delivery, Installation, Warranty	X	X
1	DB Master Floppy Disk System		X
1	DB Master Utility Pak #1		X
1	DB Master Hard Disk System	X	
1	DB Master Utility Pak #2	X	
1	DB Master Stat Pak	X	

Major Files and Data Entry Screens

After thorough examination of the manual filing system, day-to-day information processing, and report requirements, the local agencies decided upon two major automated files:

(1) A child file, which would have detailed information about each child that applies, receives a voucher, and/or is placed in day care; and

(2) A provider file, which would have detailed information about each day care provider licensed/registered by the local agency - including day care centers and family providers.

Each local agency went through a detailed and systematic process of identifying fields or major characteristics that would appear within each file. An example of the major fields selected by one of the counties can be found at the end of the Chapter on Figure 1.

After determining the major fields within each of the two files, the local agencies designed data entry screens. To the extent possible, these screens were set up so that they would locate information items within child and provider records. Separate screens were set up for each file. Figure 2 at the end of this Chapter provides an example of the child file and

Figure 3 provides an example of the provider files.

Procedures

Once the data entry screens were designed, a small sample of cases was loaded into each file. This data was used to:

- test the efficiency of data entry procedures,
- develop coding for some of the fields,
- assist in the development of reports for the system.

Once these small-scale tests were completed and the ability to generate necessary reports was demonstrated, the local agency staff used information from manual files (e.g., the voucher application) to load records into the Child and Provider files.

As records were added to the system, agency supervisory staff monitored data entry and was involved in quality control of the data bases. This ensured accuracy and consistency of data within each file. Figure 4, at the end of this Chapter shows a completed sample of child's file while Figure 5 shows a sample of a completed provider file.

Development and Generation of Reports

While local agency staff in each demonstration county worked on initial data entry, they also designed and developed report

formats for the MIS. After consultation with supervisors and day care workers, reports were designed which would assist in the day-to-day operations of the voucher system and meet federal and state reporting requirements. Some of the reports that were developed appear in the following Figures at the end of this Chapter:

Figure 6 - Voucher Log I and II

This report enables the local agency to track vouchers, as well as the progress that clients make toward finding day care. It also gives details about children participating in the voucher program. It is sorted by voucher number.

Figure 7 - Waiting List Report

This report enables the local agency to track children who have applied for day care but are not yet receiving day care. It is sorted first by priority code, then by application date.

Figure 8 - Voucher Expiration Report

This report enables the local agency to keep track of vouchers that will expire during the upcoming six (6) weeks. It provides the worker with information that will assist in making contact with the client. Only the vouchers that expire during the next six months are selected. The report is sorted by case name.

Figure 9 - Child Chacteristics Report

This report provides the agency workers with detailed information about all children that have been issued vouchers. It is sorted by parent's name.

Figure 10 - Day Care Provider List

This report is a listing of day care facilities that can be distributed to families looking for day care. Both providers and parents are given locator codes, that correspond to geographical areas within the county (e.g., within a specific school district). Parents may ask for a listing of facilities within their area to assist them in locating day care.

Figure 11 - Worker Information and Referral List

This report provides details about providers within given geographical area. It can be used by agency workers to assist clients in finding day care. It provides considerable detail about the type of care offered by providers.

Figure 12 - Fiscal Report

This report enables the agency to process monthly invoices. It provides detail about the amount that should be paid to each provider, based on the invoice that is submitted. The computer automatically calculates the payment (net total) due to each provider,

after the data entry clerk enters the day and hours in care during the month for each child.

Figure 13 - Mailing Labels

Labels can be automatically produced from either the child or provider files. They may be sorted by case name, provider name, zip code, etc. In addition; a small group of cases of providers may be selected and printed -- e.g., only those cases due for re-consideration during the upcoming month.

Figure 1

CHARACTERISTICS OF FIELDS WITHIN THE CHILD FILE

CHILD FILE 883083

581 RECORDS IN FILE

REC. LEN. =433 KEY LEN. =5

#	FIELD NAME	PRIM KEY	SEC KEY	NERD PROT	FIELD TYPE	LEN
1	VOUCHER #	YES	NO	NO	NUMER	5
2	UPDATE	NO	NO	NO	TODAY	8
3	CASE #	NO	NO	NO	NUMER	9
4	STATUS	NO	NO	NO	ALPHA	1
5	CASE NAME	NO	NO	NO	ALPHA	24
6	ADDRESS	NO	NO	NO	ALPHA	24
7	CITY	NO	NO	NO	ALPHA	14
8	STATE	NO	NO	NO	ALPHA	2
9	ZIP	NO	NO	NO	ALPHA	9
10	HOME	NO	NO	NO	PHONE	12
11	WORK	NO	NO	NO	PHONE	12
12	CHILD NAME	NO	YES	NO	ALPHA	24
13	DOB	NO	NO	NO	DATE	8
14	HDCP	NO	NO	NO	ALPHA	1
15	SCH DIST	NO	NO	NO	NUMER	9
16	OTHER DIST	NO	NO	NO	NUMER	5
17	HRS	NO	NO	NO	ALPHA	11
18	HRS	NO	NO	NO	ALPHA	11
19	DAYS	NO	NO	NO	ALPHA	7
20	FULL/PT	NO	NO	NO	ALPHA	1
21	REG LOC	NO	NO	NO	NUMER	2
22	PRIORITY	NO	NO	NO	ALPHA	3
23	CHILD NAME	NO	NO	NO	ALPHA	15
24	SEX	NO	NO	NO	ALPHA	1
25	RACE	NO	NO	NO	ALPHA	1
26	E.I.B CODE	NO	NO	NO	NUMER	3
27	WORKER ID	NO	NO	NO	NUMER	6
28	RECON	NO	NO	NO	DATE	8
29	HRLY SUB-F	NO	NO	NO	NUMER	4
30	DLY SUB-F	NO	NO	NO	NUMER	5
31	WKLY SUB-F	NO	NO	NO	NUMER	5
32	HRLY SUB-C	NO	NO	NO	NUMER	4
33	DLY SUB-C	NO	NO	NO	NUMER	5
34	WKLY SUB-C	NO	NO	NO	NUMER	5
35	APPL DT	NO	NO	NO	DATE	8
36	ISSUE DT	NO	NO	NO	DATE	8
37	START DT	NO	NO	NO	DATE	8
38	EXPIR DT	NO	NO	NO	DATE	8
39	RET'N DT	NO	NO	NO	DATE	8
40	PLACE DT	NO	NO	NO	DATE	8
41	SUSP DT	NO	NO	NO	DATE	8
42	TERM DT	NO	NO	NO	DATE	8
43	CHILD NAME	NO	NO	NO	ALPHA	15
44	STATE HRLY	NO	NO	NO	NUMER	4
45	STATE DLY	NO	NO	NO	NUMER	5
46	PAR'T HRLY	NO	NO	NO	NUMER	4
47	PAR'T DLY	NO	NO	NO	NUMER	5
48	TOTAL HRLY	NO	NO	NO	COMP.	4
49	TOTAL DLY	NO	NO	NO	COMP.	5
50	PROVIDER	NO	NO	NO	ALPHA	24
51	REG #	NO	NO	NO	NUMER	9
52	PAYMENT MONTH	NO	NO	NO	ALPHA	2
53	HOURS/MO	NO	NO	NO	NUMER	4
54	DAYS/MO	NO	NO	NO	NUMER	2
55	HRLY TOTAL	NO	NO	NO	COMP.	6
56	DLY TOTAL	NO	NO	NO	COMP.	6
57	UNADJ TOT	NO	NO	NO	COMP.	8
58	ADJUST	NO	NO	NO	NUMER	7
59	PAYMENT	NO	NO	NO	COMP.	6

COMPUTED FIELDS:

TOTAL HRLY = STATE HRLY + PAR'T HRLY
TOTAL DLY = STATE DLY + PAR'T DLY
HRLY TOTAL = STATE HRLY * HOURS/MO
DLY TOTAL = STATE DLY * DAYS/MO
UNADJ TOT = HRLY TOTAL + DLY TOTAL
PAYMENT = UNADJ TOT + ADJUST

Figure 1 (Continued)
CHARACTERISTICS OF FIELDS
WITHIN THE PROVIDER FILE

PROVIDER FILE 100383

335 RECORDS IN FILE

REC. LEN. =343 KEY LEN. =5

#	FIELD NAME	PRIM KEY	SEC KEY	READ ONLY	FIELD TYPE	LEN
1	REG#	YES	NO	NO	NUMER	9
2	UPDATE	NO	NO	NO	TODAY	8
3	STATUS	NO	NO	NO	ALPHA	1
4	SS#	NO	NO	NO	SS#	11
5	PROVIDER	NO	YES	NO	ALPHA	24
6	ADDRESS	NO	NO	NO	ALPHA	24
7	CITY	NO	NO	NO	ALPHA	14
8	STATE	NO	NO	NO	ALPHA	2
9	ZIP	NO	NO	NO	ALPHA	5
10	PHONE	NO	NO	NO	PHONE	12
11	WORKER	NO	NO	NO	NUMER	6
12	REGIS	NO	NO	NO	DATE	8
13	RECON	NO	NO	NO	DATE	8
14	EXPIR	NO	NO	NO	DATE	8
15	CAPACITY	NO	NO	NO	NUMER	3
16	VACANCY	NO	NO	NO	ALPHA	1
17	REFERRAL	NO	NO	NO	ALPHA	1
18	VOUCHER	NO	NO	NO	ALPHA	1
19	SCH DIST	NO	NO	NO	NUMER	5
20	LOCATION	NO	NO	NO	NUMER	2
21	EVENING	NO	NO	NO	ALPHA	1
22	HRS	NO	NO	NO	ALPHA	11
23	NAME	NO	NO	NO	ALPHA	12
24	TERM	NO	NO	NO	DATE	8
25	WEEKEND	NO	NO	NO	ALPHA	1
26	S/A SCHOOL	NO	NO	NO	ALPHA	1
27	INFANTS	NO	NO	NO	ALPHA	1
28	HDCP	NO	NO	NO	ALPHA	1
29	PART TIME	NO	NO	NO	ALPHA	1
30	ESCORT	NO	NO	NO	ALPHA	1
31	FOOD PGM	NO	NO	NO	ALPHA	1
32	MEALS	NO	NO	NO	ALPHA	4
33	COMMENT	NO	NO	NO	ALPHA	28
34	JUL	NO	NO	NO	NUMER	7
35	AUG	NO	NO	NO	NUMER	7
36	SEP	NO	NO	NO	NUMER	7
37	OCT	NO	NO	NO	NUMER	7
38	NOV	NO	NO	NO	NUMER	7
39	DEC	NO	NO	NO	NUMER	7
40	JAN	NO	NO	NO	NUMER	7
41	FEB	NO	NO	NO	NUMER	7
42	MAR	NO	NO	NO	NUMER	7
43	APR	NO	NO	NO	NUMER	7
44	MAY	NO	NO	NO	NUMER	7
45	JUN	NO	NO	NO	NUMER	7
46	FISCAL YR	NO	NO	NO	NUMER	8
47	NAME	NO	NO	NO	ALPHA	24
48	REG RATE-FT	NO	NO	NO	NUMER	5
49	REG RATE-PT	NO	NO	NO	NUMER	4
50	INF RATE-FT	NO	NO	NO	NUMER	5
51	INF RATE-PT	NO	NO	NO	NUMER	4
52	HDC RATE-FT	NO	NO	NO	NUMER	5
53	HDC RATE-PT	NO	NO	NO	NUMER	4

Data Entry Screens.

The Child File

```
                    *** CHILD FILE ***

VOUCHER #: _____          UPDATE: __-__-__
CASE #: __________        STATUS: _

CASE NAME: ____________________________________
   ADDRESS: ____________________________________
   CITY: _____________________ STATE: __
ZIP: _____

HOME: ___-___-____        WORK: ___-___-____
_____________________________________________
CHILD NAME: ____________________________
_____________________________________________
   DOB: __ __ __          HDCP: _
   SCH DIST: _____        OTHER DIST: ___
_____________________________________________
   HRS: ____________      HRS: ____________
   DAYS: ________         FULL/PT: _
   REQ LOC: __            PRIORITY: ___
_____________________________________________
_____________________________________________
CHILD NAME: ____________________
_____________________________________________
   SEX: _                 RACE: _
   ELIG CODE: ____        WORKER ID: _____
   RECON: __-__-__
_____________________________________________
HRLY SUB-F: _____         HRLY SUB-C: ___
DLY SUB-F: ______         DLY SUB-C: _____
WKLY SUB-F: ______        WKLY SUB-C: ___
_____________________________________________
APPL DT : __-__-__        ISSUE DT: __-__
START DT: __ __ __        EXPIR DT: __-__
RET'N DT: __-__-__        PLACE DT: __-__
_____________________________________________
SUSP DT : __-__-__        TERM DT : __-__
_____________________________________________
```

Figure 2

DATA ENTRY SCREENS,
THE CHILD FILE

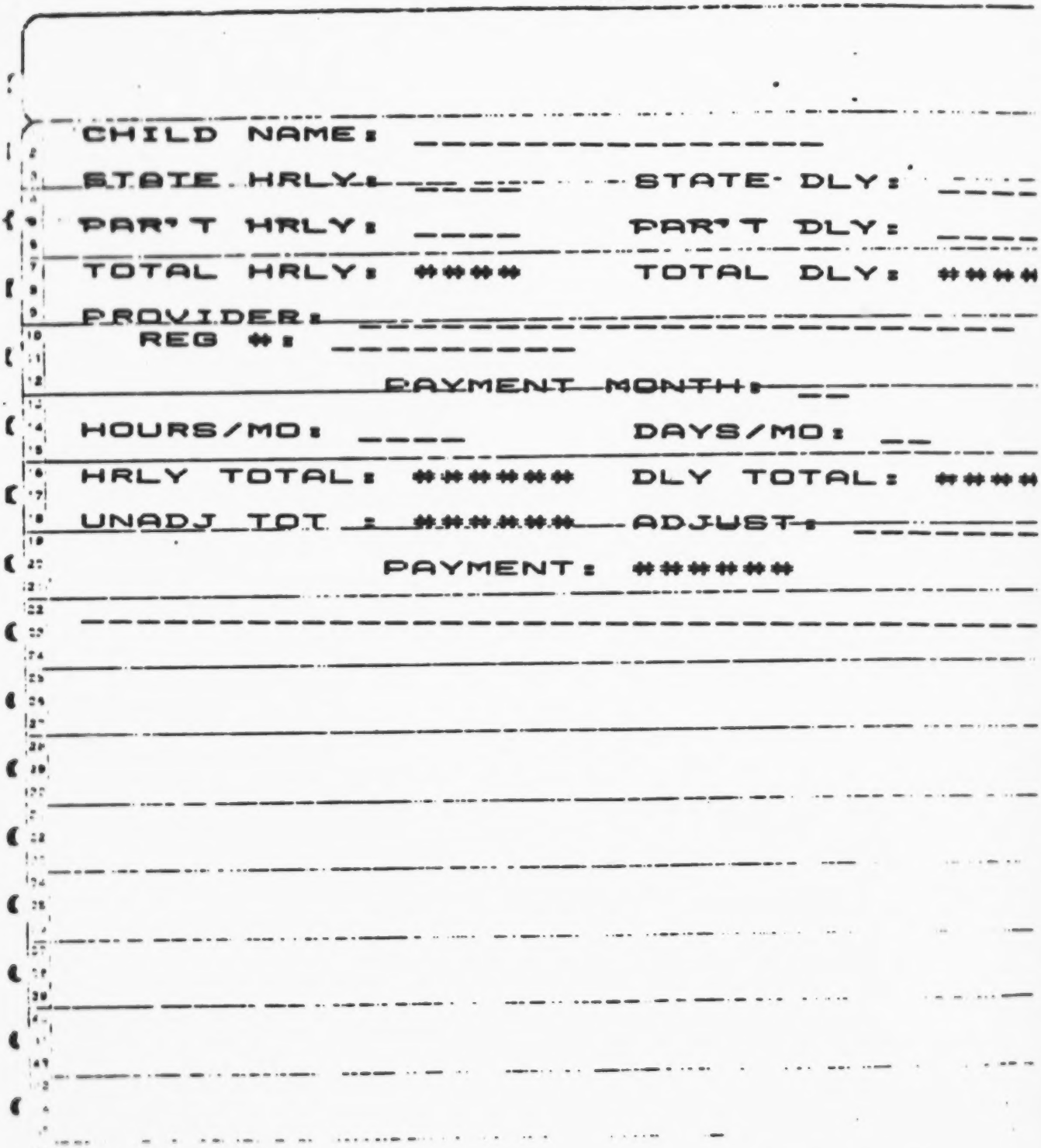
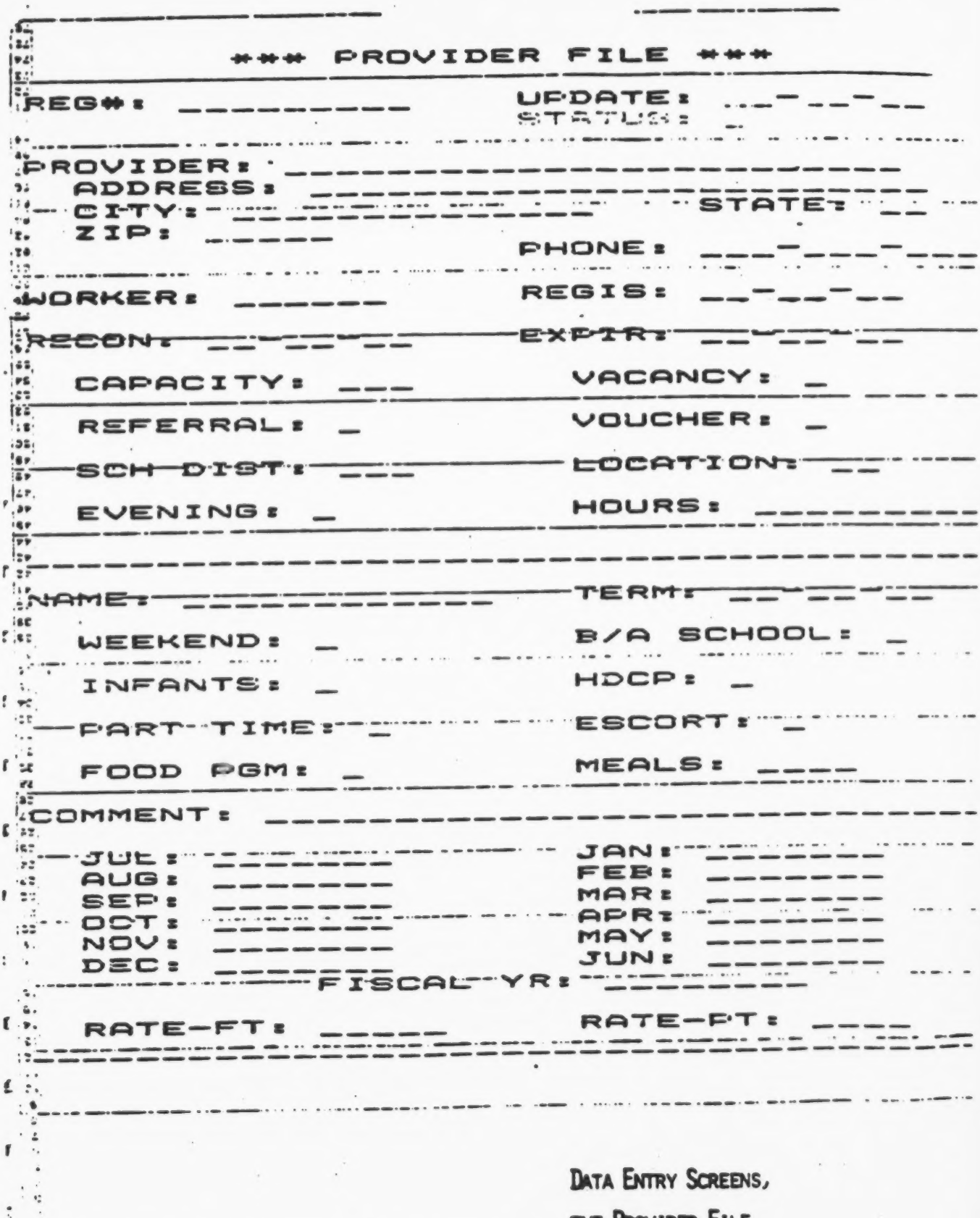


Figure 2 (Continued)



DATA ENTRY SCREENS,

THE PROVIDER FILE

Figure 3

```
VOUCHER #- 1000    UPDATE- 10-13-83   CASE #- 121212121   STATUS- 4
CASE NAME- DOE, JOHN                  ADDRESS- 123 MAIN STREET
CITY- ANNAPOLIS        STATE- MD   ZIP- 12345   HOME- 301-265-4000
WORK- 301-234-8000   CHILD NAME- DOE, JAMES                DOB- 78-04-23
HDCP- N   SCH DIST- 10130   OTHER DIST- _____   HRS- 8:00-3:00
HRS-                DAYS- M-F        FULL/PT- F   REQ LOC- 2   PRIORITY- 02
CHILD NAME- DOE, JAMES        SEX- M   RACE- B   ELIG CODE- 211
WORKER ID- 143       RECON- 83-11-20   HRLY SUB-F- ____   DLY SUB-F- _____
WKLY SUB-F-          HRLY SUB-C- 1.45   DLY SUB-C- 9.5   WKLY SUB-C- 47.5
APPL DT - 83-03-14   ISSUE DT- 83-03-14   START DT- 83-04-01
EXPIR DT- 83-05-22   RET'N DT- 83-04-01   PLACE DT- 83-04-01
SUSP DT -  -  -      TERM DT -  -  -      CHILD NAME- DOE, JAMES
STATE HRLY- 1.45   STATE DLY- 9.5      PAR'T HRLY- ____   PAR'T DLY- _____
TOTAL HRLY- 1.45   TOTAL DLY- 9.5      PROVIDER- SALVATION ARMY DAY CARE
REG #- .212        PAYMENT MONTH- 10   HOURS/MO- 10      DAYS/MO- 20
HRLY TOTAL- 14.5     DLY TOTAL- 190      UNADJ TOT - 204.5    ADJUST- -1.5
PAYMENT- 203
```

SAMPLE RECORDS,

THE CHILD FILE

Figure 4

REG#- 4000 UPDATE- 10-13-83 STATUS- 2 SS#- 282-50-1000
PROVIDER- JOHNSON, JANET ADDRESS- 130 NORTH ST.
CITY- ANNAPOLIS STATE- MD ZIP- 12345 PHONE- 301-265-3000
WORKER- 2 REGIS- 83-01-27 RECON- 85-01-27 EXPIR- 85-01-27
CAPACITY- 6 VACANCY- Y REFERRAL- Y VOUCHER- Y SCH DIST- 10130
LOCATION- 2 EVENING- Y HRS- 7:30-6:00 NAME- JOHNSON
TERM- - - WEEKEND- Y B/A SCHOOL- Y INFANTS- Y HDCP- Y
PART TIME- Y ESCORT- Y FOOD PGM- Y MEALS- BLS
COMMENT- _____ JUL- 125 AUG- 124.25
SEP- 156.3 OCT- _____ NOV- _____ DEC- _____ JAN- _____
FEB- _____ MAR- _____ APR- _____ MAY- _____ JUN- _____
FISCAL YR- _____ NAME- _____ REG RATE-FT- _____
REG RATE-PT- _____ INF RATE-FT- _____ INF RATE-PT- _____ HDC RATE-FT- _____
HDC RATE-PT- _____

SAMPLE RECORDS,

THE PROVIDER FILE

Figure 5

Figure 6

83-12-03 VOUCHER LOG I PAGE 2

VOUCH#	CHILD'S NAME	DOB	CASE NAME	PRIOR	ISSUE DT	EXPIR DT	WKLY-F	WKLY-C	F/P	RET'N DT
159		78-08-13			83-03-23	83-09-23	25	0	F	
165		80-11-27			83-03-09	83-06-10	29	0	F	
174		77-08-25			83-03-09	83-06-14	19	0	F	
182		77-01-11			83-04-13	83-10-06	0	48	F	
184		82-03-08			83-04-13	83-10-06	37	0	F	
185		79-04-29			83-03-08	83-07-18	0	48	F	
196		79-11-07			83-03-30	83-09-30	0	48	F	
202		78-05-19			83-03-09	84-01-12	0	48	F	
203		79-04-19			83-03-22	83-09-22	0	48	F	
204		78-06-07			83-03-10	83-09-10	0	48	F	
206		78-02-18			83-03-08	83-07-18	0	28	F	
215		79-10-02			83-04-01	83-09-10	0	42	F	
216		78-11-18			83-04-12	83-08-25	0	43	F	
217		79-07-16			83-04-12	83-08-25	0	43	F	
224		78-02-18			83-03-08	83-09-08	0	43	F	
231		79-03-17			83-03-07	84-09-24	26	0	F	
232		79-10-17			83-03-07	83-09-22	26	0	F	
233		77-08-19			83-03-07	83-09-10	0	48	F	
234		78-08-29			83-03-07	83-09-10	0	48	F	
265		74-03-13			83-04-22	83-10-22	0	10	P	
271		79-08-08			83-03-07	83-12-20	0	43	F	
282		82-06-14			83-04-12	83-09-03	32	0	F	
292		79-07-26			83-03-07	83-09-07	0	15	P	
298		79-01-13			83-03-07	83-07-24	0	48	F	
301		77-06-12			83-03-07	83-12-02	0	48	F	
317		81-02-08			83-03-04	83-09-21	32	0	F	

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Figure 6 (Con't)

09-19-83 VOUCHER LOG II PAGE 2

VOUCH#	CHILD'S NAME	PLACE DT	HRLY-ST	DLY-ST	HRLY-PA	DLY-PA	HRLY-TOT	DLY-TOT	PROVIDER'S NAME
159		83-04-01	0.79	5.01	0.00	1.00	0.79	6.01	
165		83-04-01	0.89	5.00	0.00	0.00	0.89	5.00	
174		83-04-01	0.57	3.70	0.00	4.60	0.57	8.30	
182		83-04-01	1.45	9.50	0.00	0.65	1.45	10.15	
184		83-04-01	1.12	7.30	0.00	1.00	1.12	8.30	
185		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
196		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
202		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
203		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
204		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
206		83-04-01	0.79	5.20	0.00	4.35	0.79	9.55	
215		83-04-01	1.30	8.45	0.00	1.00	1.30	9.45	
216			1.30	8.50	0.00	1.05	1.30	9.55	
217			1.38	8.90	0.00	0.55	1.38	9.45	
224		83-04-01	1.30	8.50	0.00	1.65	1.30	10.15	
231			0.79	5.10	0.00	0.00	0.79	5.10	
232		83-04-01	0.79	5.10	0.00	0.00	0.79	5.10	
233		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
234		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
265			1.09	3.27	0.00	0.00	1.09	3.27	
271		83-04-01	1.30	8.50	0.00	1.00	1.30	9.50	
282		83-04-11	0.97	6.30	0.00	3.15	0.97	9.45	
292		83-04-01	0.45	2.92	0.00	0.00	0.45	2.92	
298		83-04-01	1.45	9.50	0.00	0.00	1.45	9.50	
301			1.45	8.50	0.00	0.00	1.45	8.50	
317			0.97	6.00	0.00	1.15	0.97	7.15	

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Figure 7

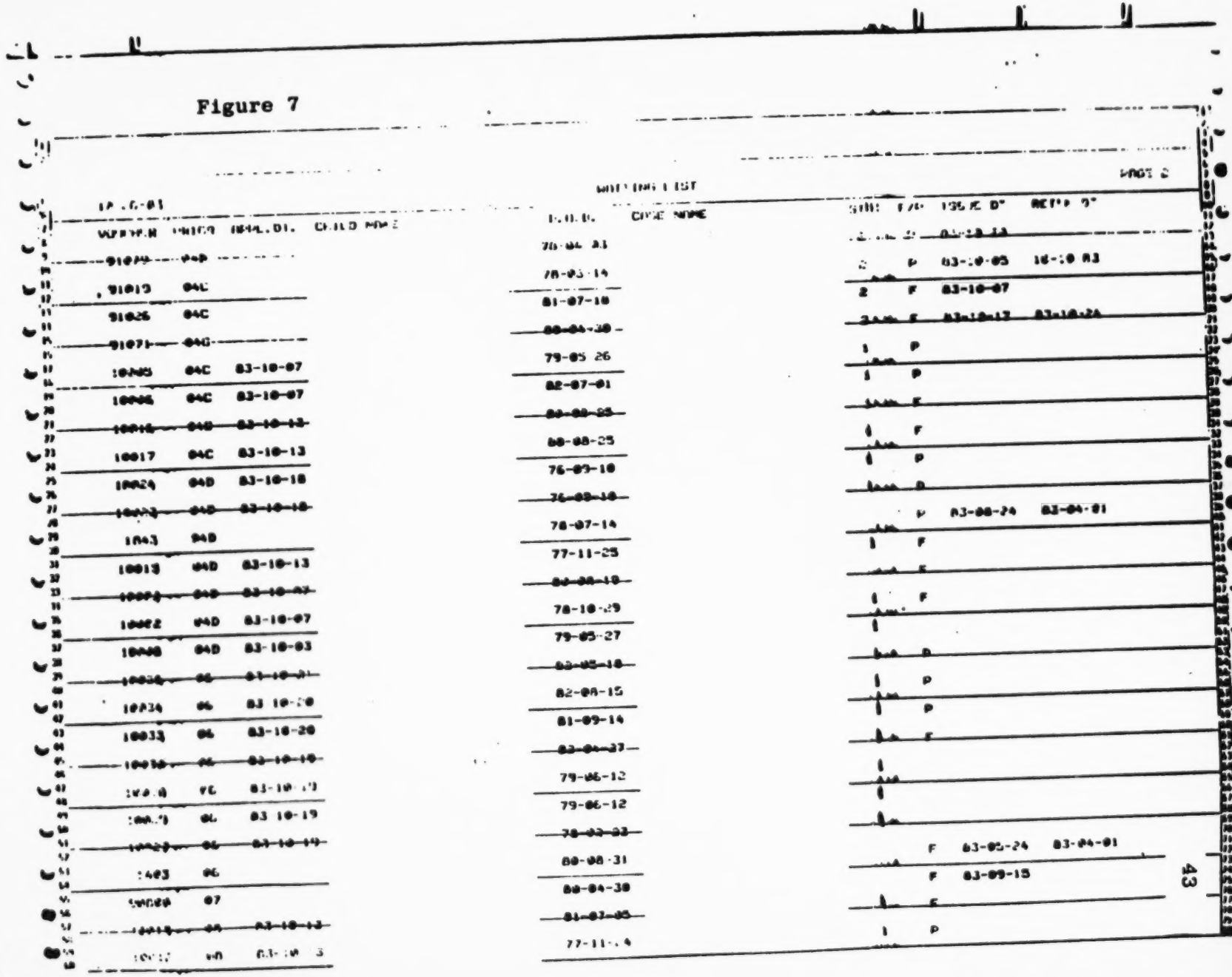


Figure 8

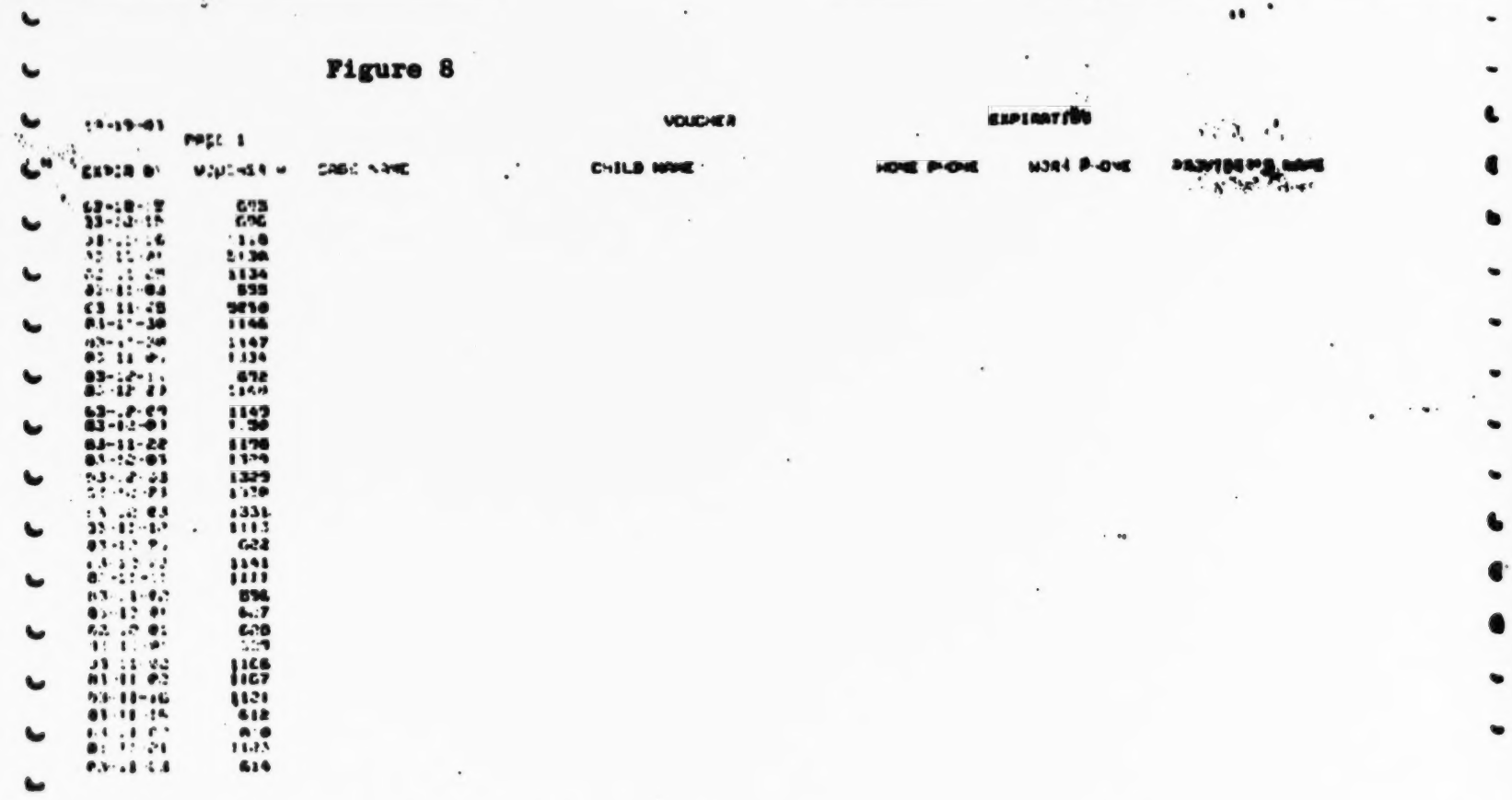


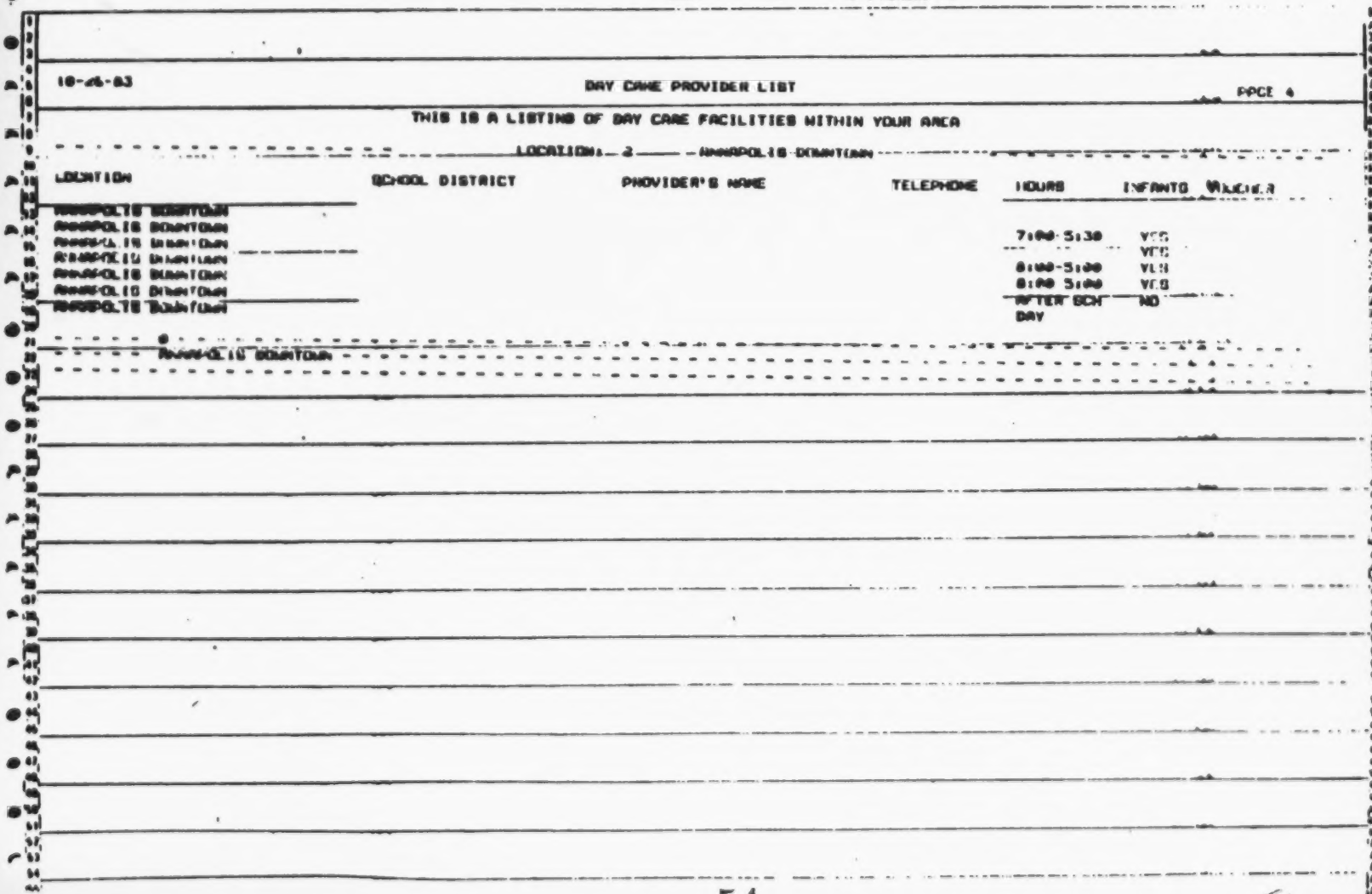
Figure 9

[illegible]	DATE	[illegible]	[illegible]
1110	44791		
1358	44991		
1381	44791		
668	28814		
671	28814		
1160	28814		
1179	28814		
508	44989		
534	36987		
535	36987		
9382	42985		
548	34976		
661	45983		
1310	45983		
652	46891		
1153	31811		
1154	31811		
1155	31811		
1156	31811		
1177	31811		
643	44987		
664	44987		
1160	44987		
1162	44987		
662	33387		
672	40830		

Page 2

D.B	PRTY	[illegible] DT	[illegible] DT	[illegible]	P/D	[illegible] DT
78-04-10	05	83-05-11	83-05-23	1	P	83-05-11
78-04-10	05	83-08-16	83-08-17	1	P	
73-12-31	05	83-03-23	83-03-17	1	P	
78-10-17	04A	83-09-01	83-09-01	1	P	
77-11-24	04A	83-09-01	83-09-01	1	P	
78-10-17	04A	83-06-07	83-07-01	1	P	84-02-02
78-10-25	04A	83-01-07	83-07-01	1	P	84-04-04
78-05-07	4	83-01-20	83-04-20	1	P	83-10-20
80-04-01	B	83-03-23	83-04-01	1	P	83-07-01
78-01-25	B	83-03-20	83-04-01	.	P	83-07-01
81-01-01	11	83-07-30	83-10-01	1	P	
79-02-25	6	83-03-29	83-04-04	3	P	83-08-01
81-05-07	04C	83-04-13	83-10-01	2	P	
81-07-07	04B	83-07-13	83-07-25	.	P	83-08-01
80-05-17	08	83-07-14	83-07-19	1	P	
83-01-18	18	83-05-10	83-05-14	1	P	83-08-01
81-03-01	18	83-03-10	83-04-14	1	P	83-07-01
78-03-11	1A	83-05-10	83-05-14	.	P	83-08-01
79-02-04	1A	83-03-10	83-05-14	1	P	83-08-01
73-12-18	1A	83-05-10	83-05-14	.	P	83-08-01
75-07-07	04A	83-07-07	83-07-07	1	P	
79-08-14	04A	83-05-07	83-07-07	1	P	
79-08-14	04B	83-05-20	83-07-01	1	P	84-01-01
75-09-07	04B	83-05-20	83-07-01	1	P	84-01-01
79-12-26	1A	83-03-01	83-03-23	1	P	
81-06-11	04A	83-07-01	83-10-01	2	P	

Figure 10



10-26-83 DAY CARE PROVIDER LIST PAGE 4

THIS IS A LISTING OF DAY CARE FACILITIES WITHIN YOUR AREA

LOCATION: 2 - ANNAPOLIS DOWNTOWN

LOCATION	SCHOOL DISTRICT	PROVIDER'S NAME	TELEPHONE	HOURS	INFANTS
ANNAPOLIS DOWNTOWN					
ANNAPOLIS DOWNTOWN				7:00-5:30	YES
ANNAPOLIS DOWNTOWN					YES
ANNAPOLIS DOWNTOWN				8:00-5:00	YES
ANNAPOLIS DOWNTOWN				8:00 5:00	YES
ANNAPOLIS DOWNTOWN				AFTER SCH DAY	NO
ANNAPOLIS DOWNTOWN					

Sha

08-17-83

WORKER I AND R LIST

PROVIDER'S NAME	ADDRESS	CITY	ZIP	PHONE	HOURS	B/A	INF	VAC	VOU	REF	MEALS	ESCORT
19												
	8	HAGERSTOWN	21740		630-500	Y	N	0	Y	A	BLS	Y
		HAGERSTOWN	21740		600-500	Y	Y	4	Y	P	N	Y
20												
		BOONSBORO	21713		600-600	Y	Y	0	N	A	BLS	Y
		HAGERSTOWN	21740		600-630	Y	N	2	Y	P	N	Y
21												
		HAGERSTOWN	21740		730-530	Y	Y	0	N	A	LS	Y
24												
		HAGERSTOWN	21740		700-500	Y	Y	0	Y	A	BLS	Y
25												
		HAGERSTOWN	21740		630-500	Y	N	1	Y	P	BLS	Y
		HAGERSTOWN	21740		700-600	Y	Y	0	N	P	BS	Y
		HAGERSTOWN	21740		700-500	Y	Y	0	N	A	BLS	Y
		HAGERSTOWN	21740		500-530	Y	Y	3	Y	P	BLS	Y
		HAGERSTOWN	21740		730-500	Y	N	4	N	A	LS	Y
		HAGERSTOWN	21740		600-530	Y	Y	6	Y	P	BLS	N
		HAGERSTOWN	21740		800-500	Y	N	0	Y	A	BLS	N
28												
		HAGERSTOWN	21740		600-600	Y	Y	2	Y	Y	BLSD	N

Figure 12

10-25-83 FISCA L REPORT

PAGE 1

VOUCHER	CHILD'S NAME	PROVIDER	HRLY	DLY	DAYS	HOURS	TOTAL	ADJUSTMENT	NET PAY
148			1.30	8.50	25	15.00	232.00	0.00	232.00
3			1.46	9.50	15	20.00	171.70	0.00	171.70
----- TOTALS FOR .218 -----					40	35.00	403.70	0.00	403.70
90747			0.97	6.30	22	0.00	138.60	0.00	138.60
----- TOTALS FOR .218 -----					22	0.00	138.60	0.00	138.60
5			1.30	9.00	18	25.00	285.50	0.00	285.50
4			1.30	8.50	3	100.00	158.55	-3.15	155.40
----- TOTALS FOR .26 -----					21	125.00	444.00	-3.15	440.90
1897			0.97	1.94	0	0.00	0.00	0.00	0.00
----- TOTALS FOR 21[illegible]:0[illegible] -----					0	0.00	0.00	0.00	0.00
----- GRAND TOTALS -----					83	160.00	986.30	-3.15	983.15

BELLERIVE APT. 121
ANNAPOLIS MD 21401

CROFTON PARKWAY
CROFTON MD 21114

MELVIN AVE
ANNAPOLIS MD 21401

Figure 13

MONTEREY AVE
ANNAPOLIS MD 21401

MONTEREY AVE
ANNAPOLIS MD 21401

MONTEREY AVE.
ANNAPOLIS MD 21401

ANNAPOLIS MD 21401

BOWMAN CT
ANNAPOLIS MD 21401

CLEARWATER CT
SEVERN MD 21144

BOWMAN CT.
ANNAPOLIS MD 21401

BAR HARBOR RD
PASADENA MD 21122.